



## Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the Part Time position of:

### **CHILDRENS LIBRARIAN** **BELMONT PUBLIC LIBRARY** **PART TIME – 15 HOURS PER WEEK** **Hourly Rate Range \$27.0194 to \$32.39184**

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **JULY 24, 2016**

The Belmont Public Library is seeking a friendly and enthusiastic Children's Librarian to join our Children's Room team. Candidates must be committed to providing a high level of public service, be comfortable working in a busy environment, and enjoy working with children of all ages.

The position will be working most hours at a public service desk that offers both circulation and reference services simultaneously.

The Children's Librarian will assist patrons with readers' advisory and reference questions, present story times, and help with collection development. Other responsibilities include checking materials in and out; helping patrons in the use of the online catalog, databases, the Internet, and OverDrive; and troubleshooting computers, printers, and other library equipment.

Qualifications include a Master's Degree in Library Science from an ALA accredited school with one year of public library experience or equivalent. A familiarity with children's literature and child development and strong customer services skills are required, as are knowledge of the principles and practices of library work and the use of resources and information technology. Experience with children's programming, flexibility, excellent communication skills, and a positive attitude are highly desired.

This position is part time, 15 hours per week, with a starting hourly rate of \$27.0194, and is not eligible for benefits. Candidates will ideally be available Monday and Wednesday mornings and Tuesday evenings, but the hours may be more flexible for the right candidate. Depending upon funding, this position may evolve to a full time position at a future date.

The full job description for this position can be found [here](#).

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax 617-993-2741 by the closing date of **July 24, 2016**

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## **Application Process**

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department  
Town of Belmont  
455 Concord Avenue  
Belmont, Massachusetts 02478  
(617) 993-2740  
[humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)